



The Virgin Islands Housing Finance Authority
is seeking qualified applicants for the following position:
MANAGER OF RENTAL PROPERTIES

The Manager of Rental Properties is responsible for the day-to-day management and administration of the Authority's Rental Properties and Emergency Housing Program to ensure quality management in accordance with policies and procedures. This is a Territorial Position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ⇒ Responsible for all aspects of property management. Maintains well-documented tenant files and related documentation regarding application intake, tenant recertification and continuing eligibility in accordance with policies and procedures. Maintains a high level of continued occupancy by leasing property in a timely manner.
- ⇒ Ensures units are decent, safe and sanitary. Conducts timely property inspections, including move-in, exit and housekeeping in accordance with established standards. Documents and reports all deficiencies, prioritize repairs and follow-up with appropriate personnel to ensure the timely completion of all repairs.
- ⇒ Prepares and maintains accurate records and reports, including but not limited to rent rolls, rent adjustments, tenant list, delinquency reports, list of vacant units and transfer requests.
- ⇒ Enforces timely payment of monthly tenant rents. Actively pursue collection of delinquent accounts in accordance with established procedures.
- ⇒ Responsible for all aspects of lease enforcement. Ensures the Division of Rental Properties and the tenants carry out responsibilities of the lease; enforces violations of the lease and take appropriate action; and co-represents VIHFA in court cases for lease violations and non-payment of rent.
- ⇒ Ensures the Emergency Housing Program is managed effectively and efficiently in accordance with established policies and procedures. Serves as liaison with participating service agencies to assist tenants of the emergency housing program with the transition to permanent housing.
- ⇒ Refer tenants with special needs such as economic, social, legal, health, etc. to groups or agencies that provide assistance.
- ⇒ Responsible for the overall leadership and day-to-day supervision of assigned staff. Schedule work orders, trains staff as appropriate and monitors performance.
- ⇒ Maintains and safeguards property and VIHFA's assets (i.e. equipment, tools and keys).
- ⇒ Keeps tenants abreast of policies and procedures via meetings, newsletters, etc.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelors Degree from an accredited college or university in Business Administration, Public Administration or related field required.
- ⇒ **Experience:** Minimum of five (5) years of experience in property management. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Excellent communication skills - oral, written and listening; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Computer literate to include Microsoft Word, Excel and Outlook; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Ability to analyze data and perform multiple tasks; Exhibits a participatory management style with focus on team building; Effective leadership skills, ability to organize workload, delegate tasks, provide guidance to staff and follow-up on issues related to program management; and Must possess a valid Virgin Islands Drivers License.

SALARY: \$62,400 - \$75,000 per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, March 4, 2022; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer